

Process Name: Purchasing	Process Identifier: PU
Sub-Process Name: Award Document (from a Solicitation)	Sub-Process Identifier: PU-3 (s)
<p>Sub-Process Purpose and Objectives: To create, distribute, and issue a purchase order, or to create and distribute a purchasing agreement from a solicitation.</p> <p>Sub-Process Description: This sub-process is triggered when a vendor has been selected via a solicitation and either a PO or a contract is to be awarded. A PO record or a contract record is created from the Requisition and Solicitation records when the “Award Flag” was set during the Solicitation sub-process.</p> <p>There are basically three types of transactions in this process: the creation of (1) a PO, (2) a statewide contract, or (3) an agency term contract or a DPA from bid:</p> <ol style="list-style-type: none">1. In the case of a PO, a status code is set in TOPS that causes the associated pre-encumbrance to be liquidated and an encumbrance to be created in STARS2. In the case of a statewide contract, no encumbrance/reservation is created in STARS, and first action taken by an individual in this sub-process is the printing of the contract from TOPS3. In the case of an agency contract of a DPA from bid, a status code is set in TOPS (as in the case of a PO) which sets the contract up in STARS and established a reservation (not a true encumbrance) amount in STARS <p>Once appropriate transactions are made in STARS (not for statewide contracts), the award document is printed from TOPS. The printing of the award document from TOPS triggers the creation of a receiving record in TOPS, in the case of PO, and the generation of an extract to be posted on the Internet, in the case of a statewide contract.</p> <p>After the award document is printed, it is mailed to the vendor. This marks the end of the sub-process for contracts, but for a PO, the sub-process flows to the Goods Receipt sub-process.</p>	

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Sub-Process Trigger(s): <ul style="list-style-type: none"> This sub-process is triggered when a vendor has been selected via a Solicitation, and a PO or a contract needs to be generated and awarded. 		Key Sub-Process Participants: <ul style="list-style-type: none"> Purchasing Department (Agency or Central Purchasing depending on type of procurement) Vendors / Bidders MIS Group (posts extracts on the Internet) 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Solicitations	Electronic		Purchasing Department
Outputs:			
Output	Format	Volume/Time	Recipients
POs	Paper		Vendors
Contracts	Paper		Buyers
Performance Measures Tracked:			
Measure	Approx. Value		Target Value
Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code			
Current Sub-Process Issues/Problems:			

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Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Implement the ability to send purchase orders directly to the receiving vendor's system (i.e., no manual entry on the vendor's part)		Electronic signatures / authentication	
Implement the ability to post award information on the web directly from the purchasing application			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
TOPS		TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.	
STARS		STARS is a mainframe-based governmental accounting system that was developed by KPMG. It is written in COBOL and uses an IMS database.	
State's Website			
GATT's Website (if amount exceeds \$540k)			

